

SHARLEEN WAIRIMU MWANGI

CONTACT INFORMATION

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PROFESSIONAL SUMMARY

A dedicated and results-oriented individual, possessing skills necessary for integrating the realms of business and technology to drive organizational success. I look forward to learn more and equip myself with knowledge required to help in the smooth running of organizations.

EDUCATION:

2021 - Present Strathmore University Bachelor of Business Information Technology (BBIT).

2017 - 2021 Nova Pioneer Girls High School

Kenya Certificate of Secondary Education (KCSE) C+

WORK EXPERIENCE

January – March 2023 McMillan Memorial Library, Nairobi

Volunteer

Roles and Responsibilities:

- Guiding library users.
- Maintaining records of payments made by library users.
- Packaging and listing books in various categories.
- Maintaining records of available, borrowed and out of stock books.

ACHIEVEMENTS

- Participated in the World Scholars Competition in 2019(South Africa).
- Creation of a web booking system for the Strathmore Medical Center

SKILLS

- Designing and analyzing system.
- Querying and managing database systems
- Ability to program in languages such as Java, HTML.
- Capacity to use MySQL in database administration
- Financial reporting
- Business Analytics
- General Accounting and bookkeeping
- Problem-solving
- Strategic Planning
- Team Leadership
- Computer Proficiency Skills (Microsoft Word, PowerPoint, Excel)

LANGUAGES

English

Kiswahili

EXTRACURRICULAR ACTIVITIES

- Swimming
- Badminton

REFEREE

Caroline Mutungi Kagechu

Mentor

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